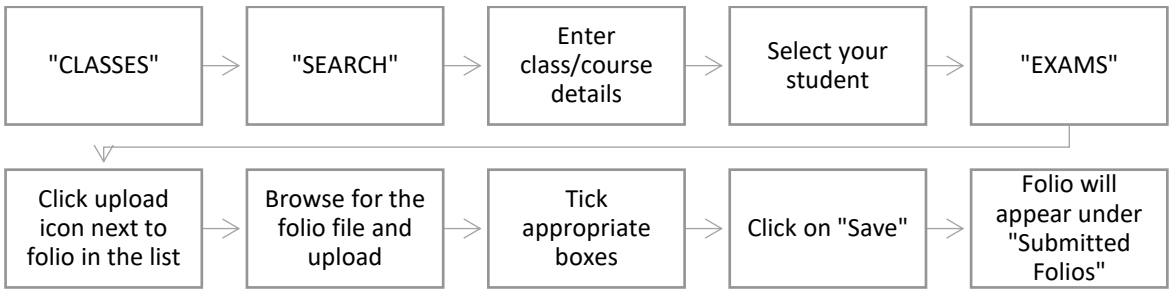
How to…submit student folios

This is for:

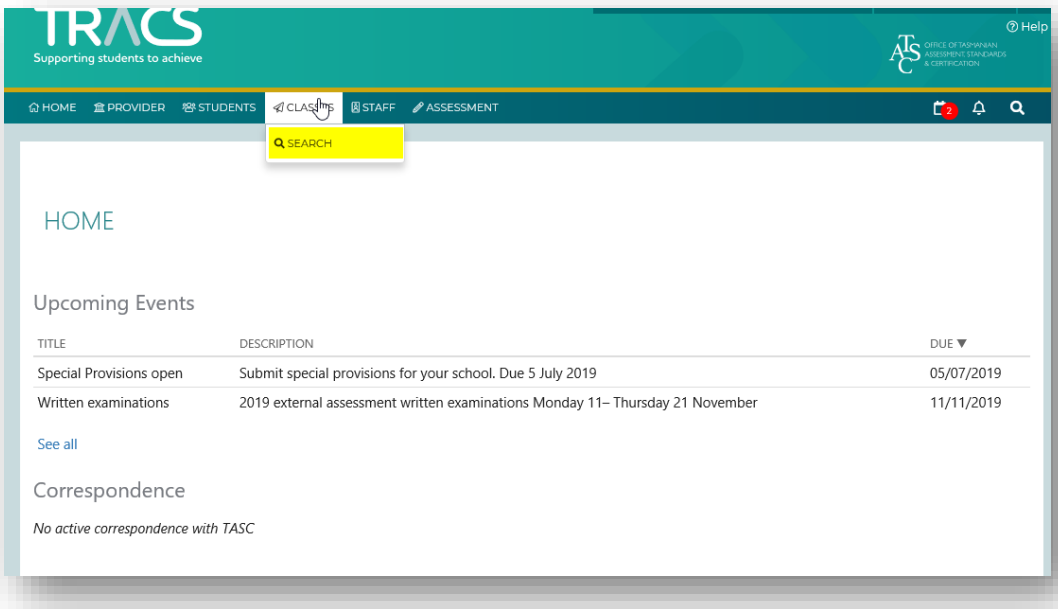
- **teachers of courses that use folios for assessment**

Quick version:

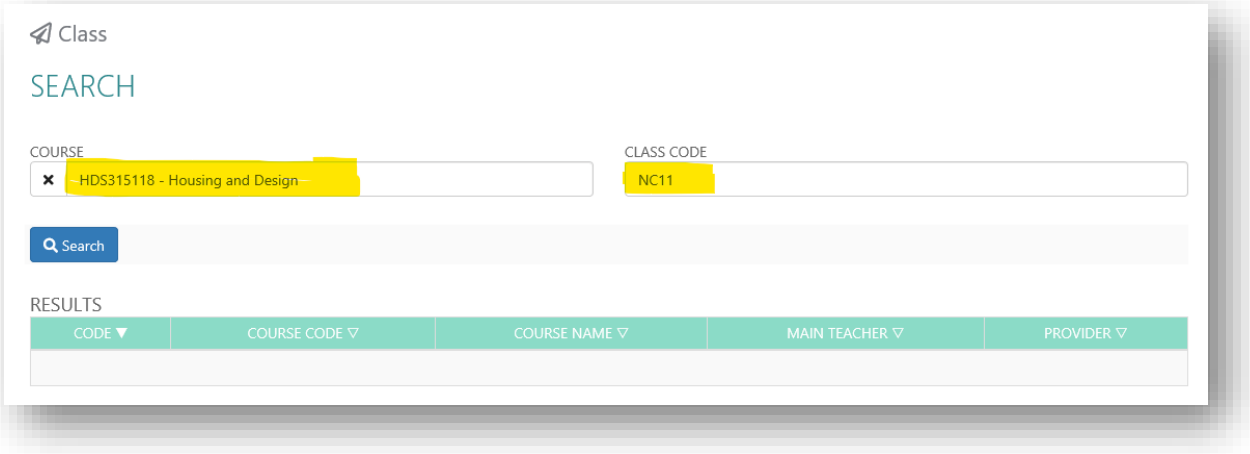


Detailed version:

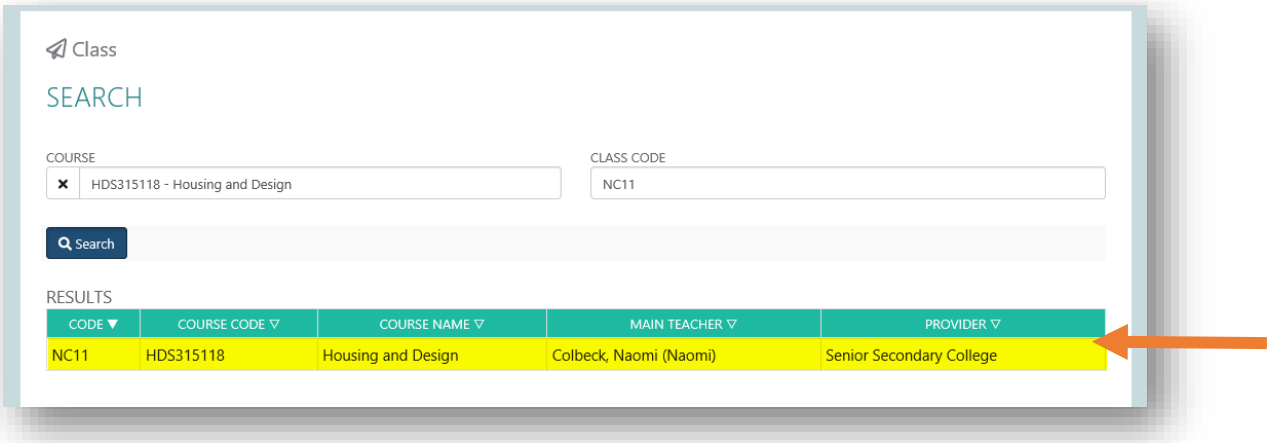
1. **Find your class:** Go into the "**CLASSES**" menu and select "**SEARCH**":



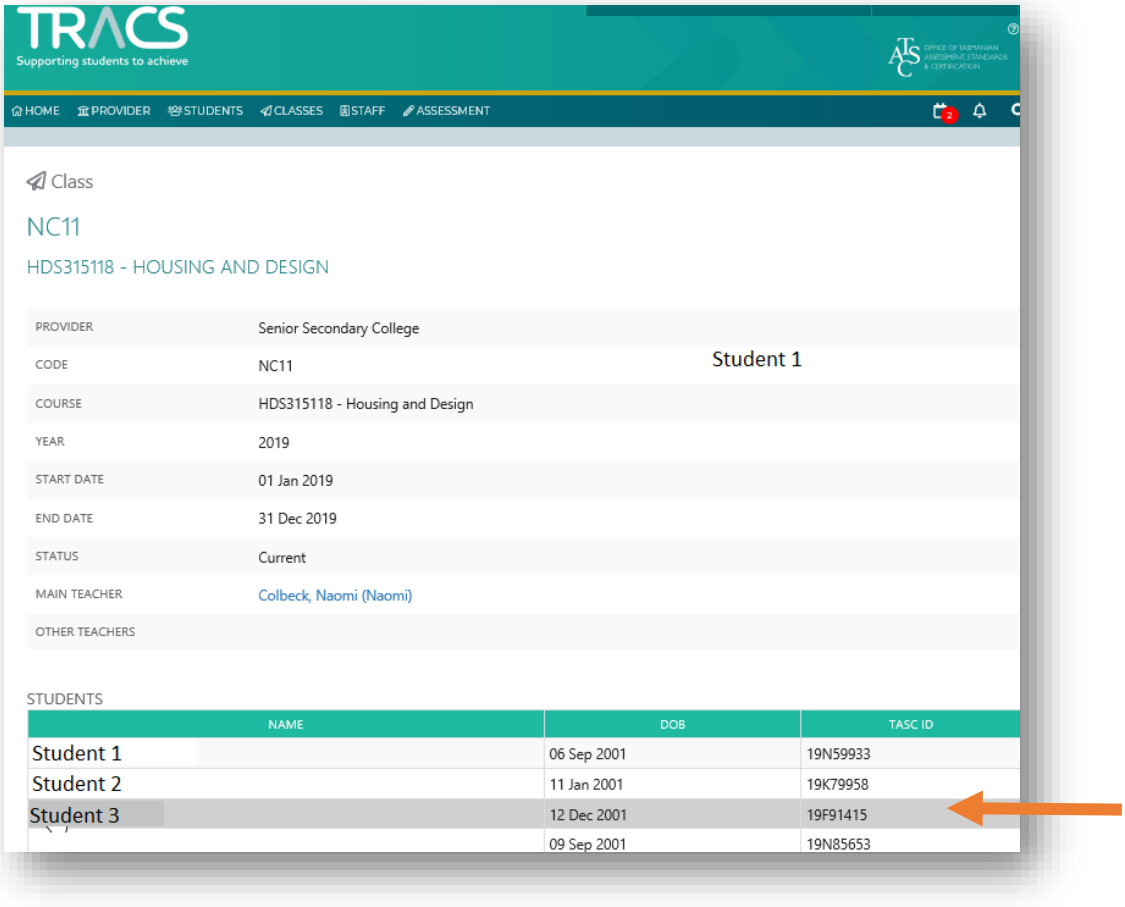
2. Enter the course and/or class code and select "**SEARCH**":



3. The class will be displayed. Click on the class to access details:



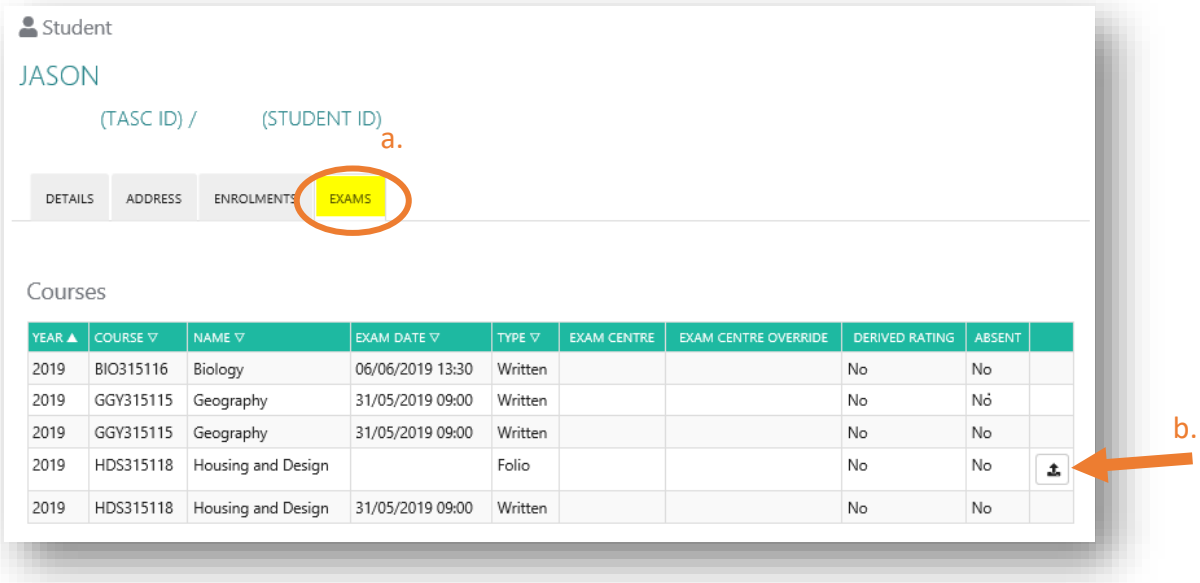
4. The class list will appear. Select the student for whom you want to upload the folio:



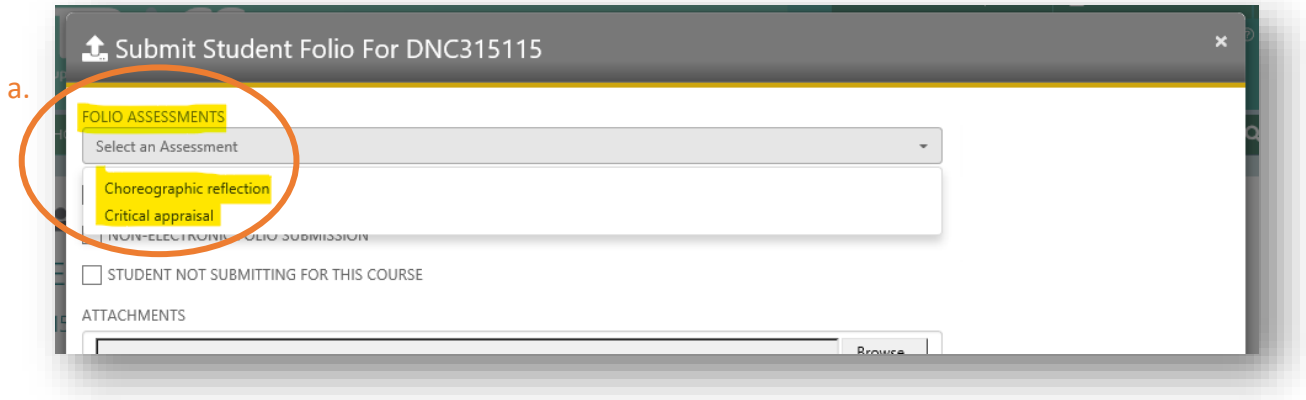
5. You will see the student's record:

a. Click on the "**EXAMS**" tab

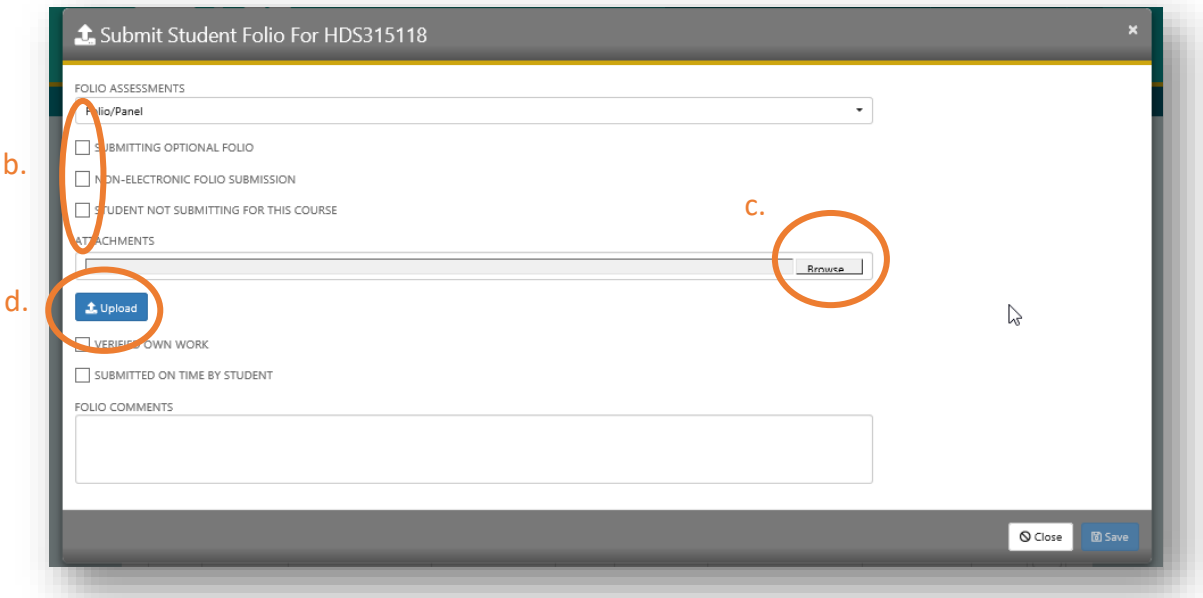
b. Find the folio course and click on the upload icon to the right



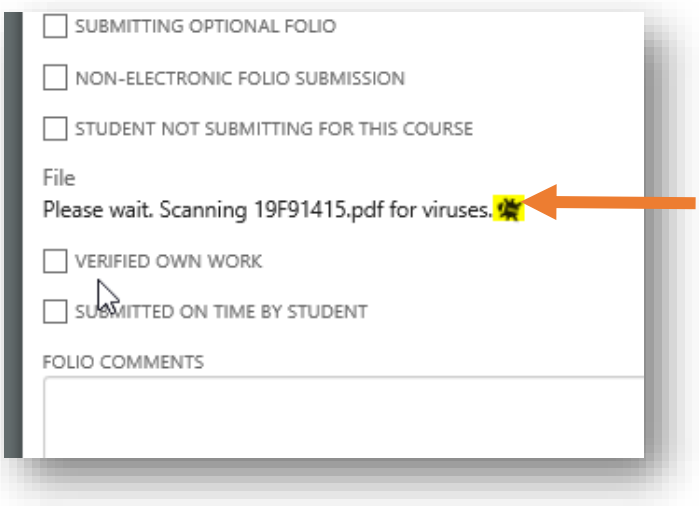
6. A pop up box appears:
    a. *(For DNC315115 Dance Choreography and Performance <u>only</u>):* Select the relevant item from the first drop-down menu that's labelled "FOLIO ASSESSMENTS" (e.g. Critical Appraisals; Choreographic Reflections, etc.)



    b. Tick the appropriate first three (3) boxes if any apply.
        i. Note: *You <u>must</u> select "NON-ELECTRONIC FOLIO SUBMISSION" if your course does not require folios to be uploaded to TRACS. This allows the marking process to continue in the system.*
    c. Click "**Browse**" to find the folio on your system that you are attaching.
    d. Select the file in your system and click the "**Upload**" button.



(When you see the bug icon, this means that TRACS is checking the folio for viruses).

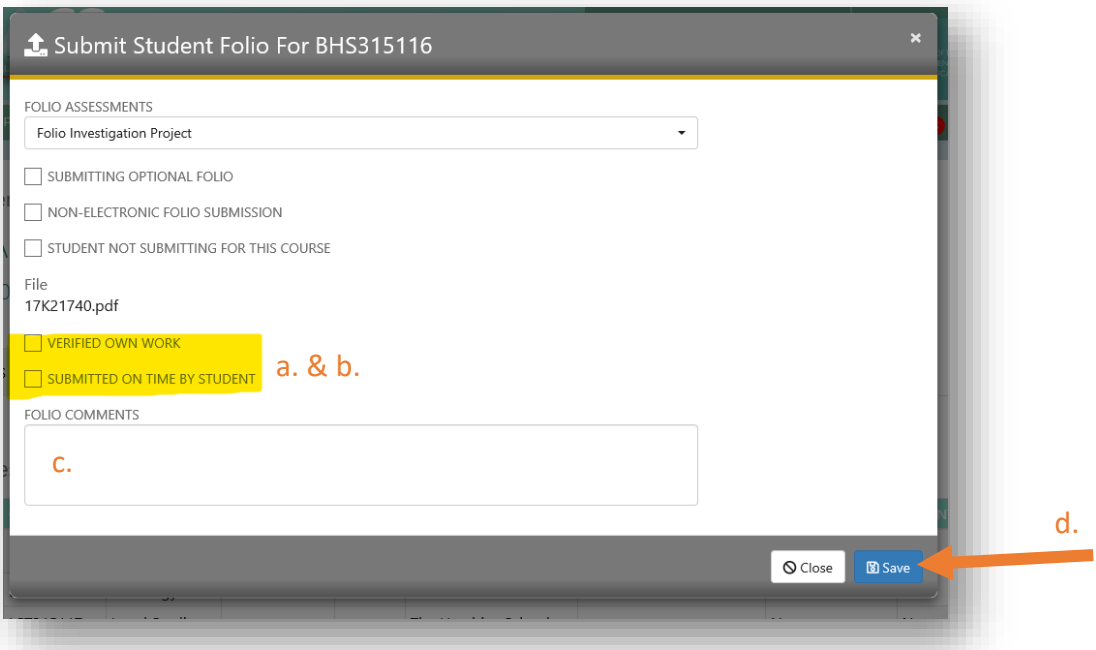


7. You will be asked to click boxes to:

a. Verify that the folio is the student's own work (if possible)
b. Note that the folio was submitted on time by the student (if true)

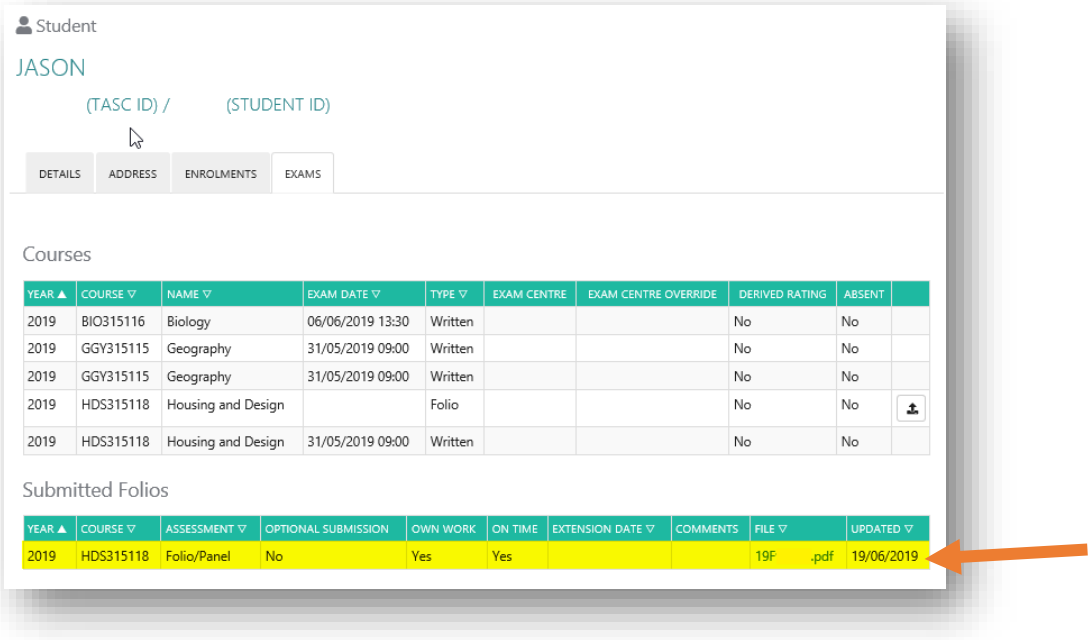
Then:

c. You can add comments if you need to.
d. Click "**Save**".



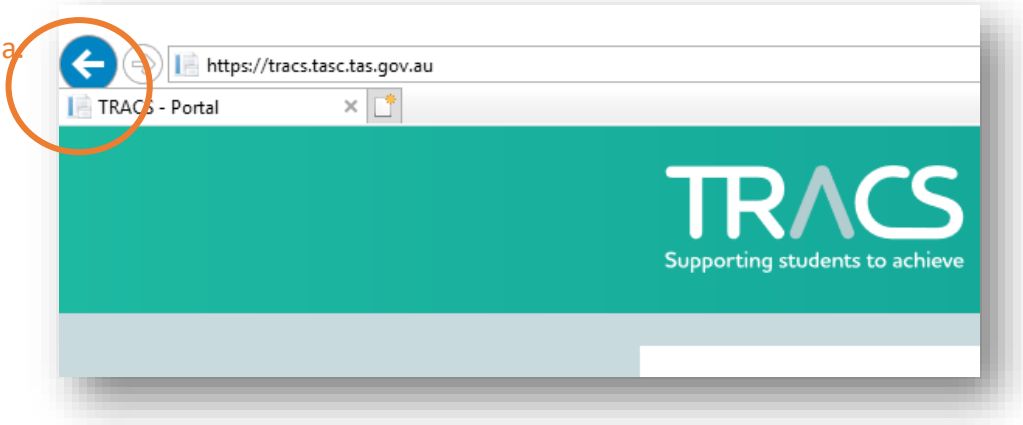
8. Folio submitted:

In the student's record (EXAMS tab) you will see that the folio has been submitted.

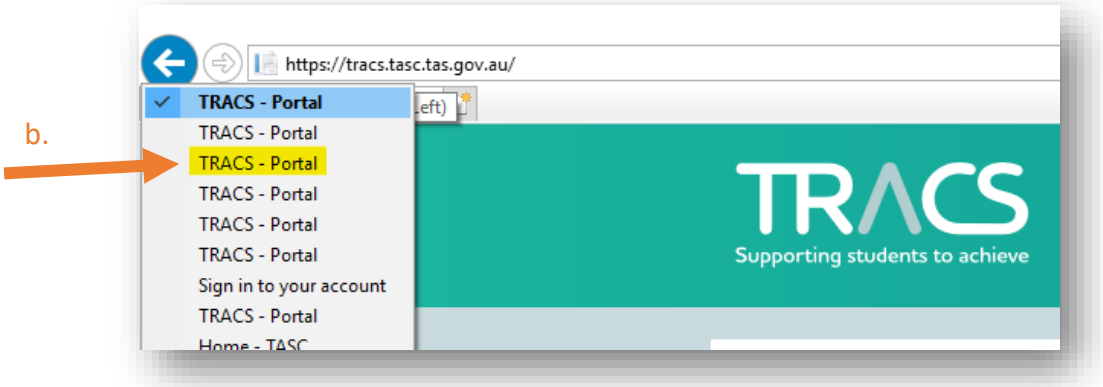


8. Return to class list:

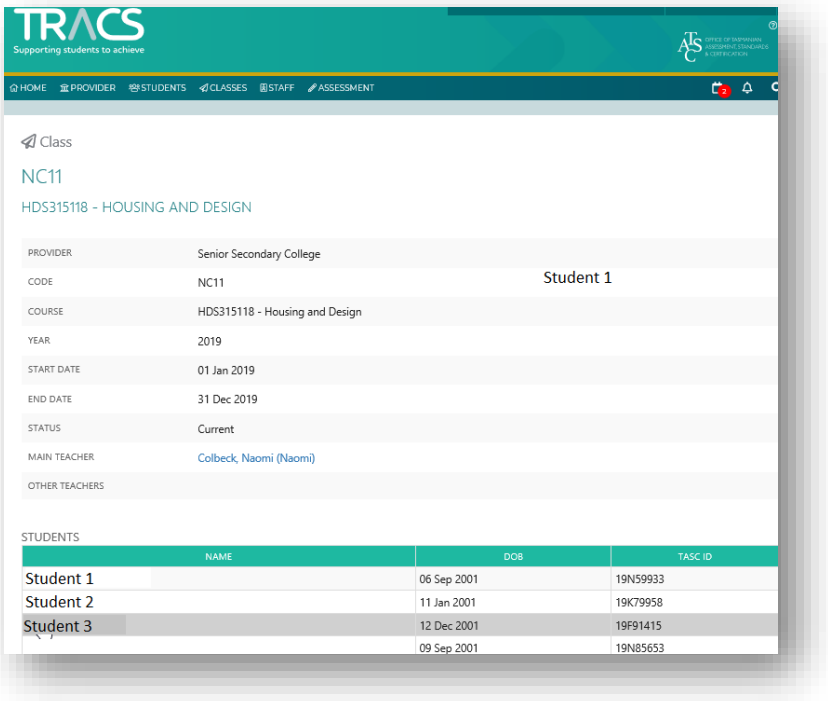
a. Right-click on back arrow:



b. Select the page that is two places below the current page:



c. And you will return to your class list:



Things to know:

- Folios must be submitted into TRACS within two (2) working days of the date due to teachers. TRACS will be open for folio uploads two weeks before that date, so you can begin uploading whenever you're ready to go.
- TASC recommends that you start uploading folios as soon as you are able. Folios that have already been uploaded may be updated later if changes are required.
- The title of the folio file must begin with the student's TASC ID (and zipped if more than one file makes up the whole folio) to ensure TRACS will accept the file.
- The student must not be identified by name.
- You must select "Non-Electronic Folio Submission" if your course does not require folios to be uploaded to TRACS.
- If it's not appropriate to tick either/both of the "verified own work" or "submitted on time" boxes, you should still submit the folio. TASC will then contact your school to start an alternative process for verification.
- If you are unable to meet the deadline, contact your TLO (who will contact TASC) as soon as possible.

For further TRACS support, contact TASC via any of the following:

- Phone: (03) 6165 6000
- Email: enquiries@tasc.tas.gov.au
- TRACS Help: tracs@tasc.tas.gov.au